

FILE REVIEW NOTES



Case File #: _____ CSHO ID.: _____ Inspection Date: _____
Case Name (Employer/Contractor): _____
Reviewed By: _____ Date of Review: _____

I. General Case Construction: Check if o.k. Circle box if corrections needed & comment below.

- | | |
|---|--|
| <input type="checkbox"/> Appropriate sections utilized | <input type="checkbox"/> Forms forwarded in timely fashion |
| <input type="checkbox"/> Exhibits labeled correctly (if applicable) | <input type="checkbox"/> Employees |
| <input type="checkbox"/> All required OSHA forms completed | <input type="checkbox"/> Employer Representatives |
| <input type="checkbox"/> Adequate Number of Interviews Conducted: | <input type="checkbox"/> Pertinent witnesses, etc. (if accident investigation) |

Reviewer's Comments: _____

II. Citation Issues: Check if o.k. Circle box if corrections needed & comment below.

- ☐ Appropriate standard is identified and cited correctly.
- ☐ Same standard number is shown in AVD and at top of 1B.
- ☐ AVD identifies location, process, equipment, hazard materials/chemicals, (as applicable) in a clear, concise manner. No superfluous information is included.
- ☐ Grammar, spelling, punctuation, sentence structure is adequate and understandable.
- ☐ Citation issues match findings and references made in narrative, notes, photos, video, etc.
- ☐ All photos/videos reviewed to determine if all shown violations were addressed.
- ☐ Employer knowledge is adequately identified and documented. (...exercise of reasonable diligence alone is not sufficient)
- ☐ Illness/Injury is sufficiently stated. (Does the injury/illness match the probability/severity?)
- ☐ Is the correct "exposed employee" matched with the correct violation? (Note: Unless it is a very small operation, the same employee would not ordinarily be exposed to every single violation cited during the inspection.)

Reviewer's Comments: _____

III. Programmatic Issues:

- ☐ Adequate documentation for all programs required as to their presence, absence, or shortfalls.

IV. General Comments by Reviewer: _____

This form and other delineated elements (i.e., VOSH- 1B's, narrative pages, etc.) showing corrections to be made will be filed in Section. II, Exhibit. 8 - Notes. This form is for internal use only and is not discoverable through F.O.I.A. requests.